



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Police Chief
Class Code Number	6230

General Statement of Duties

Directs, organizes, and manages all City law enforcement operations; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, organize, and direct the administration and operation of the City Police Department to ensure the protection of life, and the maintenance of law and order for all City residents. The work is performed under direction of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Police Department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, and also in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Provides administrative management, leadership, and motivation to all Police Department personnel to facilitate the provision of efficient and effective public safety measures, the maintenance of a positive quality of life for all City residents, and to ensure professional standards are maintained by Department personnel at all times;
- Plans, organizes, directs, and evaluates the work of Department personnel in implementing the expressed goals, policies, and directives of the City Police Department;

- Develops policies and procedures designed to increase the efficiency and effectiveness of law enforcement operations, and to address the City's public safety needs;
- Selects, trains, motivates, and evaluates Police Department personnel, including making hiring and other personnel decisions, ensuring proper training of department personnel, monitoring performance evaluations, and implementing discipline and termination procedures as necessary;
- Interprets and facilitates the implementation of departmental policies and rules as required;
- Advises subordinates on current problems, instructions, outline of policies, and other matters of importance affecting daily operations;
- Plans, directs, and coordinates through subordinate level managers the Department's work plan;
- Provides fiscal administration of the Police Department budget, including monitoring expenditures, approving materials, equipment and supplies, approving specifications for major expenditures, and seeking out funding sources such as grants and donations to help meet the Department's financial needs;
- Evaluates programs within the Department to appraise effectiveness, and to assess general conformance with orders, rules, and regulations;
- Develops solutions, and determines the appropriate course of action necessary to address deficiencies, and to meet the Department's changing needs;
- Develops, reviews, and discusses proposals and ideas for policies, programs, procedures, and/or operating standards;
- Analyzes and recommends approaches to current and anticipated law enforcement problems;
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs;
- Enforces all local, State, and Federal laws within City jurisdiction, and in coordination with surrounding jurisdictions and law enforcement entities, including State and Federal agencies as necessary;
- Provides effective professional liaison between the Police Department and the general public to ensure the promotion of goodwill, cooperation, and open communication between the Department and the community at large;
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities;
- Evaluates major incidents or situations, and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required;
- Studies crime reports and adjusts personnel assignments to ensure all major incidents and trends are addressed in an appropriate manner;
- Monitors the work of all City law enforcement personnel to ensure all official Police Department business is conducted in a professional manner, and in accordance with established laws and procedures;
- Coordinates activities with other law enforcement and public service agencies, including participating in high profile or complex investigations as necessary;
- Reviews criminal activity data and trends, and modifies enforcement efforts and activities to meet community needs;
- Stays abreast of trends and developments affecting law enforcement management;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles and practices of law enforcement programs development, administration and management techniques;
- Comprehensive knowledge of the organizational and management practices of municipal law enforcement program development and administration;
- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property;
- Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations;
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals;
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques;
- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders, and rules relating to the seizure and preservation of rules of evidence;
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory;
- Comprehensive knowledge of appropriate self defense tactics;
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques;
- Comprehensive knowledge of first aid and CPR procedures;
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment;
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices;
- Thorough knowledge of advanced principles and practices of municipal budget preparation and administration, and budget preparation methods;
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Ability to plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel;
- Ability to provide effective professional and administrative leadership and direction, supervision, and motivation to all Police Department personnel;
- Ability to effectively interpret and apply laws, regulations, policies, and procedures;

- Ability to meet required first aid standards as prescribed by the State of California, and to effectively administer appropriate first aid as necessary;
- Ability to demonstrate skill and efficiency in firearms use;
- Ability to effectively apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Ability to effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death;
- Ability to establish and maintain effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds;
- Ability to analyze situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action;
- Ability to present evidence in court in an effective and professional manner;
- Ability to work flexible hours and shifts as assigned;
- Ability to prioritize work and work independently using good judgement in decision-making;
- Ability to administer defense tactics and other defensive measures in a diplomatic and appropriate manner;
- Ability to effectively employ a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques;
- Ability to safely and effectively operate a patrol vehicle at high rates of speed requiring good judgement and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public;
- Ability to effectively observe and accurately recall names, faces, numbers, incidents, and places;
- Ability to meet physical requirements established by Department;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Police Science, Criminal Justice, Law Enforcement Administration, Public Administration, or a related field; and

- Extensive (seven or more years) municipal, supervisory law enforcement experience, including 3 years administrative supervisory experience.

Required Special Qualifications
--

- Valid Class C California State Driver's license;
- P.O.S.T. Management Certificate.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to observe and identify criminal activity, read and report license plates, and efficiently operate law enforcement equipment and firearms as required;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate law enforcement equipment and vehicles, render aid to the public, detain criminals, and administer sobriety and other field tests as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to move heavy objects, easily access tight spaces and confined areas, and sit for extended periods as required.